



DEPARTMENT OF DEVELOPMENT SERVICES

4701 West Russell Road ~ Las Vegas NV 89118 ~ (702) 455-3000

CHECKLIST for SINGLE FAMILY RESIDENCE SUBMITTALS

Assessor's Parcel Number:	_____	Application Number:	_____
Address:	_____	City:	_____ Zip: _____
Owner:	_____	Contractor:	_____

Contact Person:	_____	Phone:	_____	Fax:	_____
E-mail:	_____	Cell:	_____		
Contact's Address:	_____				

Date Received:	_____	Received By:	_____	Commission Approval:	_____
Scope of Work:	_____				
Basement:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	(If yes, contact Civil Engineering at 455-4600 for finish floor waiver information.)		

Plans Prepared By:	<div><input type="checkbox"/> Nevada Registered Architect <input type="checkbox"/> Owner <input type="checkbox"/> Nevada Registered Residential Designer <input type="checkbox"/> Licensed General Contractor <input type="checkbox"/> Structural Plans Included – stamped and signed (original) by a Nevada Registered Engineer</div>	<div>FOR OFFICE USE ONLY – Items Prior to Issue: Water: LVVWD <input type="checkbox"/> Domestic Well <input type="checkbox"/> (domestic wells require affidavit) Community Well <input type="checkbox"/> Other _____ Sewer: CCWRD <input type="checkbox"/> Septic <input type="checkbox"/> Other _____ Dust Permit: Yes <input type="checkbox"/> (required if over .25 acres) Mitigation: Acreage = _____ Grading # _____</div>
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BUILDING PLANS:	<input type="checkbox"/> 3 Sets
<input type="checkbox"/> Site Plan	
<input type="checkbox"/> (3) Geotechnical Reports (one for ESGI)	<input type="checkbox"/> Update Attached (required if original is over one (1) year old)
<input type="checkbox"/> (1) CD Electronic Submittal of Geotechnical Information (ESGI)	
<input type="checkbox"/> Floor Plan Showing all Rooms Labeled, Windows and Doors	<input type="checkbox"/> Window and Door Schedules
<input type="checkbox"/> Elevations (front, rear, side)	
<input type="checkbox"/> Cross Sections Showing Construction Details, Roof Pitch, Sizes & Spacing of Structural Members	
<input type="checkbox"/> Fireplace(s)	<input type="checkbox"/> Gas Piped <input type="checkbox"/> EPA Approved <input type="checkbox"/> Outside Hydrological Basin/Above 4,000 ft.
<input type="checkbox"/> Gas Piping Plan	
<input type="checkbox"/> Energy Calculations	
<input type="checkbox"/> Electrical Plans	<input type="checkbox"/> Electrical Load Calculations (if required)
<input type="checkbox"/> Floor Framing Plan (if applicable)	<input type="checkbox"/> Stair Details (if applicable)
<input type="checkbox"/> (3) Structural Plans (if applicable)	<input type="checkbox"/> Structural Calculations (2) (if applicable)
<input type="checkbox"/> Foundation Plan and Footing Detail	<input type="checkbox"/> Roof Framing Plan with All Header and Beam Sizes
<input type="checkbox"/> Truss Calculations (reviewed and stamped by structural engineer)	
<input type="checkbox"/> Utility Plans (if over 3,600 sq. ft. under roof and not on well)	

OWNERSHIP/LEGAL DESCRIPTION:	<input type="checkbox"/> Recorded Deed	<input type="checkbox"/> Deed of Trust	<input type="checkbox"/> Escrow Instructions
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GRADING PLANS: <i>(New or revised grading plans may be required during the review process for additions and secondary structures.)</i>
<input type="checkbox"/> 4 Copies Stamped and Signed by a Nevada Professional Engineer (One Original Stamp/Signature)
<input type="checkbox"/> 3 Copies Approved Subdivision Grading Plan from Civil Engineering Plan Room
<input type="checkbox"/> 2 Copies of Parcel Map Grading Plan from Civil Engineering Plan Room

BLDG. PLANS EXAM FEES:	Structure 1	Structure 2	Structure 1	Structure 2
Living Area	_____	_____	Estimated Value	_____
Garage Area	_____	_____	Plan Check Fee	_____
Basement Area	_____	_____	Date Paid	_____
Fireplace	_____	_____		

Submittal will expire if permit is not issued within 180 days of approval or if applicant fails to respond to plan review comments within six (6) weeks of notification.